

California Code of Regulations

Title 22. SOCIAL SECURITY

DIVISION 9. PREHOSPITAL EMERGENCY MEDICAL SERVICES

CHAPTER 11. EMS CONTINUING EDUCATION

Article 1 – Definitions

§ 100390. Emergency Medical Services (EMS) Continuing Education (CE) Provider

EMS Continuing Education Provider means an individual or organization approved by the requirements of this Chapter, to conduct continuing education courses, classes, activities or experiences and issue earned continuing education hours to EMS Personnel for the purposes of maintaining certification/licensure or re-establishing lapsed certification or licensure.

NOTE: Authority cited: Sections 1797.107, 1797.172, 1797.174, 1797.175, 1797.185, and 1797.194 Health and Safety Code. Reference: Sections 1797.7, 1797.172, 1797.185, and 1797.214 Health and Safety Code.

§ 100390.1. EMS Service Provider

EMS Service provider means an organization employing certified EMT-I, certified EMT-II or licensed paramedic personnel for the delivery of emergency medical care to the sick and injured at the scene of an emergency, during transport, or during interfacility transfer.

NOTE: Authority cited: Sections 1797.107, 1797.172, 1797.174, 1797.175, 1797.185, and 1797.194 Health and Safety Code. Reference: Sections 1797.7, 1797.172, 1797.185, and 1797.214 Health and Safety Code.

§ 100390.2. EMS System ~~Evaluation and~~ Quality Improvement Program

1 "Emergency Medical Services System **Evaluation and** Quality Improvement Program" or
2 "EQIP" means methods of evaluation that are composed of structure, process, and outcome
3 evaluations which focus on improvement efforts to identify root causes of problems, intervene to
4 reduce or eliminate these causes, and take steps to correct the process pursuant to Chapter 12 of
5 Division 9, Title 22, California Code of Regulations.

6 NOTE: Authority cited: Sections 1797.107, 1797.172, 1797.174, 1797.175, 1797.185, and
7 1797.194 Health and Safety Code. Reference: Sections 1797.7, 1797.172, 1797.185, and
8 1797.214 Health and Safety Code.

9 **§ 100390.3. Continuing Education**

10 Continuing education (CE) is a course, class, activity, or experience designed to be educational
11 in nature, with learning objectives and performance evaluations for the purpose of providing
12 EMS personnel with reinforcement of basic EMS training as well as knowledge to enhance
13 individual and system proficiency in the practice of pre-hospital emergency medical care.

14 NOTE: Authority cited: Sections 1797.107, 1797.172, 1797.174, 1797.175, 1797.185, and
15 1797.194 Health and Safety Code. Reference: Sections 1797.7, 1797.172, 1797.185, and
16 1797.214 Health and Safety Code.

17 **§ 100390.4. Continuing Education Hour (CEH).**

18 (a) One continuing education hour (CEH) is any one of the following:

19 (1) Every fifty minutes of approved classroom or skills laboratory activity.

20 (2) Each hour of structured clinical **or field** experience when monitored by a preceptor **assigned**
21 **by an EMS training program approved according to this Division.**

22 **(3) Each hour of media based/serial production CE as approved by the CE provider**
23 **approving authority.**

1 (b) Continuing Education courses **or activities** shall not be approved for less than one hour of
2 credit.

3 (c) For courses greater than one CEH, credit may be granted in no less than half hour increments.

4 (d) Ten CEHs will be awarded for each academic quarter unit or fifteen CEHs will be awarded
5 for each academic semester unit for college courses in physical, social or behavioral sciences
6 (e.g., anatomy, physiology, sociology, psychology).

7 **(e) CE hours will not be awarded until the written and/or skills competency based**
8 **evaluation, as required by Section 100391(c), has been passed.**

9 NOTE: Authority cited: Sections 1797.107, 1797.172, 1797.174, 1797.175, 1797.185, and
10 1797.194 Health and Safety Code. Reference: Sections 1797.7, 1797.172, 1797.185, and
11 1797.214 Health and Safety Code.

12 **§ 100390.5. CE Provider Approving Authority**

13 (a) Courses and/or CE providers approved by the Continuing Education Coordinating Board for
14 Emergency Medical Services (CECBEMS) or approved by EMS offices of other states are
15 approved for use in California and need no further approval.

16 (b) Courses in physical, social or behavioral sciences offered by accredited colleges and
17 universities are approved for CE and need no further approval.

18 (c) The local EMS agency shall be the agency responsible for approving EMS Continuing
19 Education Providers whose headquarters are located within the geographical jurisdiction of that
20 local EMS agency if not approved according to subsections (a) **and or** (b) of this section.

21 (d) The EMS Authority shall be the agency responsible for approving CE providers for statewide
22 public safety agencies and CE providers whose headquarters are located out-of-state if not
23 approved according to subsections (a) **and or** (b) of this Section.

1 NOTE: Authority cited: Sections 1797.107, 1797.172, 1797.174, 1797.175, 1797.185, and
2 1797.194 Health and Safety Code. Reference: Sections 1797.7, 1797.172, 1797.185, and
3 1797.214 Health and Safety Code.

4 **§ 100390.6. National Standard Curriculum.**

5 National Standard Curriculum means the curricula developed under the auspices of the United
6 States Department of Transportation, National Highway Traffic Safety Administration for the
7 specified level of training of EMS Personnel which includes the following incorporated herein
8 by reference: Emergency Medical Technician-Basic: National Standard Curriculum, DOT HS
9 808 149, August 1994; Emergency Medical Technician-Intermediate: National Standard
10 Curriculum, DOT HS 809 016, December 1999; and Emergency Medical Technician-Paramedic:
11 National Standard Curriculum HS 808 862, March 1999.

12 NOTE: Authority cited: Sections 1797.107, 1797.172, 1797.174, 1797.175, 1797.185, and
13 1797.194 Health and Safety Code. Reference: Sections 1797.7, 1797.172, 1797.185, and
14 1797.214 Health and Safety Code.

15 **§ 100390.7. Pre-hospital Emergency Medical Care Personnel**

16 For the purpose of this chapter, Pre-hospital Emergency Medical Care Personnel or EMS
17 Personnel means EMT-I, EMT-II or EMT-Paramedic as defined in Health and Safety Code
18 Sections 1797.80, 1797.82, and 1797.84, respectively.

19 NOTE: Authority cited: Sections 1797.107, 1797.172, 1797.174, 1797.175, 1797.185, and
20 1797.194 Health and Safety Code. Reference: Sections 1797.7, 1797.172, 1797.185, and
21 1797.214 Health and Safety Code.

1 **Article 2. Approved Continuing Education**

2
3 **§ 100391. Continuing Education Topics**

4 (a) Continuing education for EMS personnel shall be in any of the topics contained in the
5 respective National Standard Curricula for training EMS personnel, except as provided in
6 Section 100391.1 (a) (8) of this Chapter.

7 (b) In lieu of completing the required CEH, EMT-I certification can be maintained by
8 successfully completing an approved refresher course pursuant to Section 100080 of Chapter 2,
9 Division 9, Title 22, California Code of Regulations.

10 (c) All approved CE shall contain a written and/or skills competency based evaluation related to
11 course, class, or activity objectives.

12 (d) Approved CE courses shall be accepted statewide.

13 NOTE: Authority cited: Sections 1797.107, 1797.172, 1797.174, 1797.175, 1797.185, and
14 1797.194 Health and Safety Code. Reference: Sections 1797.7, 1797.172, 1797.185, and
15 1797.214 Health and Safety Code.

16 **§ 100391.1. Continuing Education Delivery Formats and Limitations**

17 (a) Delivery formats for CE courses shall be by any of the following:

18 (1) Classroom – didactic and/or skills laboratory where direct interaction with instructor is
19 possible.

20 (2) Organized field care audits of patient care records;

21 (3) Courses offered by accredited universities and colleges, including junior and community
22 colleges;

1 (4) Structured clinical experience, with instructional objectives, to review or expand the clinical
2 expertise of the individual, **not to exceed twenty-five percent of total CEH required in a**
3 **licensure or certification cycle.**

4 (5) Media based and/or serial productions (e.g. films, videos, audiotape programs, magazine
5 articles offered for CE credit, home study, computer simulations or interactive computer
6 modules), **not to exceed fifty percent of total CEH required in a licensure or certification**
7 **cycle.**

8 (6) Precepting EMS students as a hospital clinical preceptor, as assigned by an approved EMS
9 training program, **not to exceed twenty-five percent of total CEH required in a licensure or**
10 **certification cycle.** CE for precepting can only be given for actual time spent precepting a
11 student and must be issued by the EMS training program that has an agreement or contract with
12 the hospital clinical preceptor **or with the preceptor's employer. In order to issue CE for**
13 **precepting EMS students, an EMS training program must be an approved CE provider.**

14 (7) Precepting EMS students as a field preceptor, as assigned by an EMS training program, **not**
15 **to exceed twenty-five percent of total CEH required in a licensure or certification cycle.** CE
16 for precepting can only be given for actual time precepting a student and must be issued by the
17 EMS training program that has an agreement or contract with the field preceptor **or with the**
18 **preceptor's employer. In order to issue CE for precepting EMS students, an EMS training**
19 **program must be an approved CE provider.**

20 (8) Advanced topics in subject matter outside the scope of practice of the certified or licensed
21 EMS personnel but directly relevant to emergency medical care (e.g. surgical airway
22 procedures), **not to exceed eight hours in a paramedic's licensure cycle, six hours in an**
23 **EMT-II certification cycle, or four hours in an EMT-I certification cycle.**

1 **(9) At least fifty percent of the required CE hours must be in a format that is instructor**
2 **based.**

3 ~~(9)~~ **(10)** During a **single** certification or licensure cycle, an individual may receive credit, one
4 time only, for service as a CE course, class, or activity instructor. Credit received shall be the
5 same as the number of CE hours applied to the course, class, or activity, **except that the hours**
6 **shall not exceed 25 percent of total CEH required in a licensure or certification cycle.**

7 ~~(10)~~ **(11)** During a **single** certification or licensure cycle, **a maximum of twenty-five percent of**
8 **total CEH required shall be credited to an individual may receive credit, one time only, for**
9 **service as an instructor for an approved EMT-I, EMT-II, or paramedic training program.**

10 **(11)** When guided by the EMS service provider's **EQIP, the an** EMS service provider **that is an**
11 **approved CE provider** may issue **up to thirty-three percent of required** CEH for skills
12 competency demonstrations to address any deficiencies identified by the service provider's
13 **EQIP. Skills competency demonstration shall be conducted in accordance with the respective**
14 **National Standard Curriculum skills outline or in accordance with **either the policies and****
15 **procedures of the** local EMS agency medical director **or EMS service provider medical**
16 **advisor/director.**

17 **(b)** An individual may receive credit **one time only** for taking the same CE course, class, or
18 activity **no more than two times** during a certification or licensure cycle.

19 **(c)** Local EMS agencies may not require additional continuing education hours for accreditation.

20 **(d)** If it is determined through an **EQIP** that EMS personnel working in a local EMS system need
21 remediation or refresher in an area of the individual's knowledge and/or skills, a local EMS
22 agency medical director or an EMS service provider may require the EMS personnel to take an

1 approved CE course with learning objectives that addresses the remediation or refresher needed,
2 as part of the individual's required hours of CE for maintaining certification or licensure.

3 (e) Because paramedic license renewal applications are due to the EMS Authority thirty days
4 prior to the expiration date of a paramedic license, a continuing education course(s) taken in the
5 last month of a paramedic's licensure cycle, may be applied to the paramedic's subsequent
6 licensure cycle, if that CE course(s) was not applied to the licensure cycle during which the CE
7 course(s) was taken.

8 NOTE: Authority cited: Sections 1797.107, 1797.172, 1797.174, 1797.175, 1797.185, and
9 1797.194 Health and Safety Code. Reference: Sections 1797.7, 1797.172, 1797.185, and
10 1797.214 Health and Safety Code.

11 **Article 3. Continuing Education Records**

12 **§ 100392 Continuing Education Records**

13 (a) In order for CE to satisfy the requirements for maintaining EMS personnel certification or
14 licensure, CE shall be completed during the current certification/licensure cycle, except as
15 provided in Section 100391.1(e) of this Chapter, and shall be submitted to the appropriate
16 certifying/licensing authority.

17 (b) In order for CE to satisfy the requirements for a lapsed certification/licensure, CE shall be
18 valid for a maximum of two years prior to the date of a completed application for
19 certification/license renewal.

20 (c) EMS personnel shall maintain for four years CE certificates issued to them by any CE
21 provider.

22 (d) CE certificates may be audited for cause by the certifying/licensing authority or as part of the
23 certifying/licensing authority's continuing education verification process.

(e) Approved CE provider record requirements are contained in Section 100395, sub-sections (b) and (l) of this Chapter.

NOTE: Authority cited: Sections 1797.107, 1797.172, 1797.174, 1797.175, 1797.185, and 1797.194 Health and Safety Code. Reference: Sections 1797.7, 1797.172, 1797.185, and 1797.214 Health and Safety Code.

Article 4. CE Provider Approval Process.

§ 100393. Application for Approval

(a) In order to be an approved CE provider, an organization or individual shall submit an application packet for approval to the appropriate CE approving authority, along with the fee specified by that authority.

(1) The fee assessed by the EMS Authority is specified in Section 100172~~21~~ (b) ~~(8)~~ (7) of Chapter 4, Division 9, Title 22, California Code of Regulations.

(b) The application packet shall include, but may not be limited to:

(1) Name and address of the applicant;

(2) Name of the program director, program clinical director, and contact person, if other than the program director or clinical director;

(3) The type of entity or organization requesting approval; and,

(4) The resumes of the program director and the clinical director.

(c) The CE approving authority shall, within fourteen working days of receiving a request for approval, notify the CE provider that the request has been received, and shall specify what information, if any, is missing.

(d) The CE approving authority shall approve or disapprove the CE request within sixty calendar days of receipt of the completed request.

1 (e) If the CE request is approved, the CE approving authority shall issue a CE provider number
2 according to the standardized sequence developed by the EMS Authority.

3 (f) The CE approving authority may approve CE providers for up to four years, and may monitor
4 the compliance of CE providers to the standards established by the CE approving authority.

5 (g) When a CE provider is approved by either a local EMS agency or the EMS Authority, the CE
6 provider is approved to conduct CE courses statewide.

7 NOTE: Authority cited: Sections 1797.107, 1797.172, 1797.174, 1797.175, 1797.185, and
8 1797.194 Health and Safety Code. Reference: Sections 1797.7, 1797.172, 1797.185, and
9 1797.214 Health and Safety Code.

10 **§ 100393.1. Application for Renewal**

11 (a) The CE provider shall submit an application for renewal at least sixty calendar days before
12 the expiration date of their CE provider approval in order to maintain continuous approval.

13 (b) All CE provider requirements shall be met and maintained for renewal as specified in Section
14 100395 of this Chapter.

15 **Article 5. CE Provider Denial/Disapproval Process**

16 **§ 100394. CE Provider Disapproval**

17 (a) Noncompliance with any criterion required for CE provider approval, use of any unqualified
18 teaching personnel, or noncompliance with any other applicable provision of this Chapter may
19 result in denial, probation, suspension or revocation of CE provider approval by the CE
20 approving authority.

21 (b) Notification of noncompliance and action to place on probation, suspend or revoke shall be
22 carried out as follows:

1 (1) A CE approving authority shall notify the approved CE provider program director in writing,
2 by certified mail, of the provision of this Chapter with which the CE provider is not in
3 compliance.

4 (2) Within fifteen days of receipt of the notification of noncompliance, the approved CE provider
5 shall submit in writing, by certified mail, to the approving authority one of the following:

6 (A) Evidence of compliance with the provisions of this Chapter, or

7 (B) A plan for meeting compliance with the provisions of this Chapter within sixty days from the
8 date of receipt of the notification of noncompliance.

9 (3) Within fifteen days of receipt of the response from the approved CE provider, or within thirty
10 days from the mailing date of the noncompliance notification if no response is received from the
11 approved CE provider, the CE approving authority shall notify the EMS Authority and the
12 approved CE provider in writing, by certified mail, of the decision to accept the evidence of
13 compliance, accept the plan for meeting compliance, or place on probation, suspend or revoke
14 the CE provider approval.

15 (4) If the CE provider approving authority decides to place on probation, suspend or revoke the
16 CE provider's approval, the notification specified in sub-section (a) (3) of this section shall
17 include the beginning and ending dates of the probation or suspension and the terms and
18 conditions for lifting of the probation or suspension or the effective date of the revocation, which
19 may not be less than sixty days from the date of the CE approving authority's letter of decision to
20 the EMS Authority and the CE provider.

21 (c) If CE provider status is suspended or revoked, approval for CE credit shall be withdrawn for
22 all CE programs scheduled after the date of action.

(d) The CE approving authority shall notify the EMS Authority of each CE provider approved, placed on probation, suspended or revoked within its jurisdiction within thirty calendar days of action.

(e) The EMS Authority shall maintain a list of all CE providers that are approved, placed on probation, suspended or revoked and shall post the listing on the EMS Authority's website.

NOTE: Authority cited: Sections 1797.107, 1797.172, 1797.174, 1797.175, 1797.185, and 1797.194 Health and Safety Code. Reference: Sections 1797.7, 1797.172, 1797.185, and 1797.214 Health and Safety Code. 15376, Government Code.

Article 56. CE Providers for EMS Personnel

§ 100395. CE Provider Requirements

(a) In order to be approved as an EMS continuing education provider, the provisions in this Section shall be met.

(1) The applicant shall submit an application packet as specified in Section 100393 (b) of this Chapter and any required fee to the approving authority at least sixty calendar days prior to the date of the first educational activity.

(b) An approved CE provider shall ensure that:

(1) The content of all CE is relevant, designed to enhance the practice of EMS emergency medical care, and be related to the knowledge base or technical skills required for the practice of emergency medical care.

(2) Records shall be maintained for four years and shall contain the following:

(A) Complete outlines for each course given, including a brief overview, instructional objectives, comprehensive topical outline, method of evaluation and a record of participant performance;

(B) Record of time, place, and date each course is given and the number of CE hours granted;

1 (C) A curriculum vitae or resume for each instructor;

2 (D) A roster signed by course participants, **or in the case of media based/serial production**

3 **courses, a roster of course participants,** to include name and certificate or license number of
4 EMS personnel taking any CE course, class, or activity and a record of any course completion
5 certificate(s) issued.

6 (c) The CE approving authority shall be notified within thirty calendar days of any change in
7 name, address, telephone number, program director, clinical director or contact person.

8 (d) All records shall be made available to the CE approving authority upon request. A CE
9 provider shall be subject to scheduled site visits by the approving authority.

10 (e) Individual classes, courses or activities shall be open for scheduled or unscheduled visits by
11 the CE approving authority and/or the local EMS agency in whose jurisdiction the CE course,
12 class or activity is being offered.

13 (f) Each CE provider shall provide for the functions of administrative direction, medical quality
14 coordination and actual program instruction through the designation of a program director, a
15 clinical director and instructors. Nothing in this section precludes the same individual from being
16 responsible for more than one of these functions.

17 (g) Each CE provider shall have an approved program director, who is qualified by education
18 and experience in methods, materials and evaluation of instruction, **which, Program director**

19 **qualifications** shall be documented by **at least sixty hours in teaching methodology. one of**

20 **the following:** **Following, but not limited to, are examples of courses that meet the required**
21 **instruction in teaching methodology:**

22 (1) California State Fire Marshal (CSFM) "Fire Instructor 1A and 1B"; or

(2) the National Fire Academy (NFA) "Fire Service Instructional Methodology" course; ~~or~~
~~equivalent;~~ or

~~(2) Sixty hours in techniques of teaching courses or four semester units of upper division
credit in educational materials, methods and curriculum development or equivalent from a
college or university.~~

~~(3) A training program that meets the U. S. Department of Transportation/National
Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors,
such as the EMS Educator Course of the National Association of EMS Educators.~~

~~(3)~~ (4) Individuals with equivalent experience may be provisionally approved for up to two
years by the approving authority pending completion of the above specified requirements.

Individuals with equivalent experience who teach in geographic areas where training resources
are limited and who do not meet the above program director requirements may be approved upon
review of experience and demonstration of capabilities.

(h) The duties of the program director shall include, but not be limited to:

(1) Administering the CE program and ensuring adherence to state regulations and established
local policies.

(2) Approving course, class, or activity ~~or course content~~, including instructional objectives,
and assigning CEH to any CE program which the CE provider sponsors; approving all methods
of evaluation, coordinating all clinical and field activities approved for CE credit; approving the
instructor(s) and signing all course, class, or activity completion records and maintaining those
records in a manner consistent with these guidelines. The responsibility for signing course, class,
or activity completion records may be delegated to the course, class, or activity instructor.

1 (i) Each CE provider shall have an approved clinical director who is currently licensed as a
2 physician, registered nurse, physician assistant, or paramedic. In addition, the clinical director
3 shall have had two years of academic, administrative or clinical experience in emergency
4 medicine or EMS care within the last five years. The duties of the clinical director shall include,
5 but not be limited to, monitoring all clinical and field activities approved for CE credit,
6 approving the instructor(s), and monitoring the overall quality of the EMS content of the
7 program.

8 (j) Each CE provider instructor shall be approved by the program director and clinical director as
9 qualified to teach the topics assigned, or have evidence of specialized training which may
10 include, but is not limited to, a certificate of training or an advanced degree in a given subject
11 area, or have at least one year of experience within the last two years in the specialized area in
12 which they are teaching, or be knowledgeable, skillful and current in the subject matter of the
13 course, class or activity.

14 (k) Continuing education credit shall be assigned on the following basis:

15 (1) Classes or activities less than one CEH in duration will not be approved.

16 (2) For courses greater than one CEH, credit may be granted in no less than half hour increments.

17 (l) Each CE provider shall maintain for four years:

18 (1) Records on each course, class, or activity including, but not limited to, title, objectives,
19 outlines, qualification of instructors, dates of instruction, location, participant ~~sign-in~~ rosters,
20 sample tests or other methods of evaluation, and records of course, class, or activity completions
21 issued.

1 (2) Summaries of test results, or other methods of evaluation. The type of evaluation used may
2 vary according to the instructor, content of program, number of participants and method of
3 presentation.

4 (m) Providers shall issue to the participant a tamper resistant document or certificate of proof of
5 successful completion of a course, class, or activity within thirty calendar days of completion of
6 the course, class, or activity. The CE certificate or documentation of successful completion must
7 contain the name of participant, certificate or license number, class title, **topics covered in the**
8 **training,** CE provider name and address, date of course, class, or activity and signature of
9 program director or class instructor. **A digitally reproduced signature of the program director**
10 **or class instructor is acceptable for media based/serial production CE courses.** In addition,
11 the following statements shall be printed on the certificate of completion with the appropriate
12 information filled in:

13
14 "This course has been approved for (number) hours of continuing education by an
15 approved California EMS CE Provider ". "This document must be retained for a
16 period of four years"

17 "California EMS CE Provider # _____ - _____"

18
19 (n) Information disseminated by CE providers publicizing CE must include at a minimum the
20 following:

21 (1) CE provider's policy on refunds in cases of nonattendance by the registrant or cancellation by
22 provider;

1 (2) a clear, concise description of the course, class or activity content, objectives and the
2 intended target audience (e.g. paramedic, EMT-II, EMT-I, First Responder or all);
3 (3) CE provider name, as officially on file with the approving authority; and
4 (4) specification of the number of CE hours to be granted. Copies of all advertisements
5 disseminated to the public shall be sent to the approving authority and the local EMS agency in
6 whose jurisdiction the course, class, or activity is conducted prior to the beginning of the course,
7 class, or activity. However, the approving authority or the local EMS agency may request that
8 copies of the advertisements not be sent to them.
9 (o) When two or more CE providers co-sponsor a course, class, or activity, only one approved
10 CE provider number will be used for that course, class, or activity and the CE provider, whose
11 number is used, assumes the responsibility for meeting all applicable requirements of this
12 Chapter.
13 (p) An approved CE provider may sponsor an organization or individual that wishes to provide a
14 single course, class or activity. The approved CE provider shall be responsible for ensuring the
15 course, class, or activity meets all requirements and shall serve as the CE provider of record. The
16 approved CE provider shall review the request to ensure that the course, class, or activity
17 complies with the minimum requirements of this Chapter.
18 NOTE: Authority cited: Sections 1797.107, 1797.172, 1797.174, 1797.175, 1797.185, and
19 1797.194 Health and Safety Code. Reference: Sections 1797.7, 1797.172, 1797.185, and
20 1797.214 Health and Safety Code.